

File: Reports-1

Bi-Weekly Report for 8 January 1962
from
Records Systems and Disposition Branch

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1. Contributions

Records Control Schedule - International Communism Group ☐

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The Records Control Schedule for the International Communism Group has been completed and approved by the Chief, ICG, ☐ and the DD/P Records Management Officer, ☐ The schedule covers 90 file series, 3 of which are permanent records series. Of a total volume of 483 linear feet, only 23 linear feet or less than 5% make up the Permanent Records for the Group. A total of 218 linear feet comes in the category of Reference Material but many of these files are rather unique in arrangement and content and, therefore, have not received the general disposition instructions for disposal when no longer needed for reference.

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Project complete.

2. Assignments

a. Shelf Filing

1-3 Commo Signal Center, TTT, Historical Staff ☐

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No Action.

(4) RID ☐

Procurement advertised bids for this installation. The job was awarded to the low bidder, D. N. Owens Company for a bid of \$4,897. Art Metal submitted a bid of \$5,651 and Remington's bid was \$8,314. Procurement placed a deadline on the installation for completion by 1 March 1962.

(5) Cable Secretariat

The Cable Secretariat has placed an order for two motorized shelf filing units made by Supreme Steel Equipment Corp. These units will hold the contents of approximately 12 safes which will be returned to stock. The safes have a current replacement value of \$5,256. The use of this equipment has been approved by the Office of Security for the Cable Secretariat which is open 24 hours a day.

(6) DDI, OCI and OBI ☐

No change. Waiting for delivery of equipment.

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b. Records Control Schedules

(1) OO/c []

No action.

(2) OTR ([])

ARO still working on remaining portions of the schedules.

(3) Logistics []

Revised schedules for the Printing Services Division received for review.

c. Special Projects

(1) Agency Courier System []

Survey was begun in the Courier Branch/OL with []

(2) OCI []

[] asked us to obtain 100 5x8 fanfold cards suitable for use on IBM equipment to be used for test purposes. Moore Business Forms (Mr. Wandersee) will provide the cards.

(3) Conference Notes and Special Reports []

Visited the Graphics Branch/OL to discuss slides needed to complete conference notes.

Prepared reports on Records Management Workshops available for training purposes.

(4) Listing of statistical data from records control schedules being compiled by [] She is also bringing together reference materials for the various workshops.

3. Vital Materials []

a. Progress on workshop continues. The first set of slides, requiring photography, have been completed. The portion requiring drawings have been started by [] Office of Training.

b. Met with [] OO, to discuss revision of their Vital Records Deposit Schedule.

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- c. Met with [] OO/FDD, to assist in revision of FDD Vital Records Deposit Schedule.
- d. All Vital Records of the Office of the Assistant for Coordination, with the exception of a copy of the Joint Study Group Report on Foreign Intelligence Activities, are ready for transfer to the Repository. This will correct a deficiency in the Vital Record coverage which has existed.

As a copy of the Joint Study Group Report is not available for deposit it may be necessary for us to microfilm this vital report. I plan to meet with AC/C representatives Tuesday 9 January.

4. News

None.



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